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May 9, 2003

PROCUREMENT CIRCULAR INDEX 2003-02

TO: All Chief Procurement Officers  
All Executive Departments  
(Except UH and DOE)

SUBJECT: Index for Procurement Circulars

This circular replaces Procurement Circular Index 2003-01, dated February 25, 2003.

Enclosed is a current index of all active procurement circulars that have been issued to date, circulars that have been deleted from previous index, and a summary of those circulars required to be in file.

Agencies should check their files against the Index and obtain missing procurement circulars from the State Procurement Office website at: [www.spo.hawaii.gov](http://www.spo.hawaii.gov). Please note that Procurement Circular No. 2003-04 is new and will only be available at the SPO website.

Please note that the letters (C) and (E) when used following the circular number represents distribution. The "C" means Chief Procurement Officers and the "E" means executive agencies.

Please file this index in front of your binder containing SPO Procurement Circulars.

/s/ Aaron S. Fujioka

AARON S. FUJIOKA  
Administrator  
State Procurement Office

RG:sk

Enc.

### INDEX OF ACTIVE SPO PROCUREMENT CIRCULARS (PC)

PC NO.	DATED	SUBJECT	DISTRIBUTION
1994-03	9/1/94	Excess State Property	Executive Depts.
1994-03 Amend 1	8/25/97	Same as above	Executive Depts.
1997-01	1/9/97	Surplus Property Program	Chief Procurement Officers Executive Depts.
1997-03	2/27/97	Partners in Employment Program (PEP)	Chief Procurement Officers Executive Depts.
1997-05	7/1/97	Requirements Contracts	Chief Procurement Officers Executive Depts.
1997-10	9/19/97	Annual Inventory Reporting Requirements	Chief Procurement Officers Executive Depts.
1998-05(C)	6/19/98	Hawaii Public Procurement Manual	Chief Procurement Officers
1998-05(E)	6/19/98	Same as above	Executive Depts.
1998-08	9/23/98	Telecommunications Equipment Statewide	Executive Depts.
1998-09	11/23/98	Bond Forms	Executive Depts.
1999-03	7/13/99	Act 162, SLH 1999 (S.B. 1101) on Remedies of Part VIII, Chapter 103D, HRS	Executive Depts.
1999-07(C)	9/21/99	"Recycled Oil Act", Act 053, SLH 1999 (HB 1350, H.D. 1)	Chief Procurement Officers (excluding the counties)
1999-07(E)	9/21/99	Same as above	Executive Depts.
1999-08	9/21/99	Same as above	Chief Procurement Office (counties only)
2000-01	1/28/00	Conducting a Pre-Proposal Conference	Executive Depts. c: CPOs
2000-04 Amend 1	7/7/00	Act 141 (SB 2521)	Executive Depts. c: CPOs
2000-06	8/2/00	Statutory Changes to the Procurement Code	Chief Procurement Officers Executive Depts.
2000-07	9/6/00	Reciprocal Preference Law	Chief Procurement Officers Executive Depts.
2001-01	2/5/01	New Standard Form Contracts and General Conditions	Chief Procurement Officers, UH & HHSC
2001-03	3/14/01	Procurement Policy Board	Executive Depts., except DOE, OHA & UH

PC NO.	DATED	SUBJECT	DISTRIBUTION
2001-04	4/3/01	Small Purchase Procurements	Executive Depts., except DOE, OHA & UH
2001-05	4/4/01	Corrected Pages for the New Standard Contract Forms and the General Conditions	Chief Procurement Officers, UH & HHSC
2001-06	6/27/01	Changes to the Reporting Requirements for State Property	Chief Procurement Officers Executive Departments
2001-10	10/19/01	Corrected Pages for the New Standard Form Contract for Professional Services	Chief Procurement Officers, UH & HHSC
2001-12	11/8/01	Rescission of the Corporate Resolution and Corporate Seal Requirements for Contracts	Executive Depts. Except DOE, OHA & UH c: CPOs
2001-13	11/30/01	Disposal of State Property	Executive Depts.
2002-01	2/25/02	Notice of Debarment and Suspension	Chief Procurement Officers Executive Depts.
2002-03	5/15/02	Accessing Public and Procurement Notices on the Internet	Chief Procurement Officers Executive Depts.
2002-04	6/28/02	New State Procurement Office Form SPO Form 18, Request for Procurement Services	Executive Depts.
2002-06	9/17/02	Implementation of the Hawaii Supreme Court's January 28, 2002 Decision in the Okada Trucking Case	Executive Depts.
2002-07	9/27/02	Professional Services List	Chief Procurement Officers Executive Depts.
2003-01	2/13/03	Guidelines for Small Purchase Procurements	Executive Depts. c: CPOs
2003-02	2/25/03	Industrial Supplies and Equipment, Janitorial Supplies and Equipment, Lamps and Light Fixtures (Grainger Industrial Supply)	Chief Procurement Officers Executive Depts.
2003-04	5/9/03	Procurement Notices System	Chief Procurement Officers Executive Depts. UH, HHSC
Index 2003-02	5/9/03	Index for Procurement Circulars	Chief Procurement Officers Executive Depts.

CIRCULARS THAT HAVE BEEN RESCINDED WITH THIS INDEX

PC NO.	DATED	SUBJECT	DISTRIBUTION
Index 2003-01	2/25/03	Index for Procurement Circulars	Chief Procurement Officers Executive Depts.

In summary, executive departments and the chief procurement officers each require only the following procurement circulars in file:

Executive Departments Require	Chief Procurement Officers Require
1994-03, dated 9/1/94 1994-03, Amendment 1, dated 8/25/97 1997-01, dated 1/9/97 1997-03, dated 2/27/97 1997-05, dated 7/1/97 1997-10, dated 9/19/97 1998-05(E), dated 6/19/98 1998-08, dated 9/23/98 1998-09, dated 11/23/98 1999-03, dated 7/13/99 1999-07(E), dated 9/21/99 2000-01, dated 1/28/00 2000-04, Amendment 1, dated 7/7/00 2000-06, dated 8/2/00 2000-07, dated 9/6/00 2001-03, dated 3/14/01 2001-04, dated 4/3/01 2001-06, dated 6/27/01 2001-12, dated 11/8/01 2001-13, dated 11/30/01 2002-01, dated 2/25/02 2002-03, dated 5/15/02 2002-04, dated 6/28/02 2002-06, dated 9/17/02 2002-07, dated 9/27/02 2003-01, dated 2/13/03 2003-02, dated 2/25/03 2003-04, dated 5/9/03 Index 2003-02, dated 5/9/03	1997-01, dated 1/9/97 1997-03, dated 2/27/97 1997-05, dated 7/1/97 1997-10, dated 9/19/97 1998-05(C), dated 6/19/98 1999-07(C), dated 9/21/99 1999-08, dated 9/21/99 (Counties only) 2000-06, dated 8/2/00 2000-07, dated 9/6/00 2001-01, dated 2/5/01 2001-05, dated 4/4/01 2001-06, dated 6/27/01 2001-10, dated 10/19/01 2002-01, dated 2/25/02 2002-03, dated 5/15/02 2002-07, dated 9/27/02 2003-02, dated 2/25/03 2003-04, dated 5/9/03 Index 2003-02, dated 5/9/03